



CHECKLIST FOR TAXI COMPANY OWNERS

- ___1. Completed renewal applications and all attachments.
- ___2. Annual renewal fee of \$208 per vehicle.
- ___3. Current photo of vehicle color scheme.
- ___4. Current copy of all vehicle registrations.
 - All vehicles **must** be registered in Marion County and have the company name and address listed as primary owner.
 - No temporary registrations will be accepted.
- ___5. Current copy of the public liability insurance certificate for all vehicles.
 - The insurance shall be in an amount not less than one hundred thousand dollars (\$100,000.00) combined limit coverage for personal injury and property damage.
 - All vehicles must be covered by a public liability insurance policy that will indemnify anyone injured by anyone operating the vehicle.
 - Only policy declaration pages will be accepted. No bills or premiums.
- ___6. Sample dispatch log and schedule for dispatch center.
- ___7. Copy of Secretary of State entity registration, if incorporated.
- ___8. Management organizational chart.
- ___9. Each company must have an active business personal property schedule number. Contact the Assessor's office for more information 327-4907.
- ___10. If the owner has not completed a background check within the last 3 months, they must make an appointment with INkless Fingerprinting at www.L1enrollment.com or 1-(800)-472-6917 to complete this requirement.
- ___11. Name and email address for each company's two (2) delegates that are permitted to directly communicate with licensing on issues related to company licensure.

DEPARTMENT OF CODE ENFORCEMENT

1200 Madison Ave., Ste. 100 | Indianapolis, IN 46225 | Phone: (317) 327-8700 | www.indy.gov/dce
Fax Numbers: Building - 327-8475 | Business Licensing - 327-0817 | Contractor Licensing - 327-8401
Crafts - 327-5397 | Infrastructure/Right of Way - 327-3125 | Permits - 327-5174 | Zoning - 327-8696